## BY THE ORDER OF THE COMMANDER HQ 436TH AIRLIFT WING (AMC)

DAFB INSTRUCTIONS 11-202 18 October 1995



**DOVER C-5 MISSION HISTORY REPORT** (DOVER FORM 306)



## COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 436 OSS/OSTM (Mr Hannigan) Certified by: 436 OG/CC (Col Grieder) Supersedes DAFBR 60-4, 1 November 1990

Pages: 4

Distribution: F, X

This instruction implements Air Force Policy Directive 11-2, Aircraft Rules and Procedures. It establishes procedures for the use and maintenance of the Dover Air Force Base C-5 Mission History Report, Dover Form 306. It is applicable to all flying squadrons stationed on Dover Air Force Base. These instructions are affected by the Privacy Act of 1974, under Public Law 93-924. The requester will show, and on request, give the affected individual a privacy act statement for each form, format, or form letter used to collect personal data, before asking for the information.

#### SUMMARY OF REVISIONS

Changed Command designation from MAC to AMC, paragraph 4.3. Changed reference publication from MACR 55-120 to AFM 171-190 Vol 11 G, paragraph 5.2. Changed referenced regulation from AFR 12-50 Vol 11 to AFR 4-20 Vol 11, paragraph 6.2.

#### 1. PURPOSE:

1.1. Use the Dover Form 306, Mission History Report, to document airlift and local mission itineraries and to record aircrew training accomplishments completed by aircrew members of the 436 and 512 AWs.

### 2. SCOPE:

2.1. The instructions apply to all personnel who document or audit training accomplishments for input into the Air Force Operations Resource Management System (AFORMS).

## 3. AIRCRAFT COMMANDER:

3.1. The aircraft commander or his/her designated representative will complete the front of the Dover Form 306 with the required information (self-explanatory). He/she will also review the completed Form 306 (front and back) for accuracy prior to departing the aircraft at the termination of a mission or a local training flight.

#### 4. AIRCREW MEMBERS:

- 4.1. Aircrew members vall record all training accomplishments on the reverse of the form indicating the event(s) completed and the number of times each event was accomplished.
- 4.2. If crewmembers are flying with a squadron other than their unit of assignment or on separate flight authorizations, they may enter their accomplishments on the same form as the unit with primary responsibility for operating the mission. In these instances, squadron AFORMS specialists vall forward a copy of the form to the crewmember's unit of assignment after entering the necessary data.
- 4.3. As an alternative, crewmembers may complete a separate Dover Form 306 and file it in their squadron of attachment or assignment vath a copy of the AMC Form 41, Flight Authorization attached. NOTE: If mission itineraries differ, crewmembers must complete a separate Form 306.

## 5. SQUADRON OPERATIONS:

- 5.1. Squadron Operations Centers (SOCS) are responsible for maintaining an adequate supply of Dover Forms 306 to support mission requirements.
- 5.2. Squadron operations resource management specialists will input the data from completed forms no later than 48 hours after completion of the mission using the required User Defined Functions UDFS) prescribed in AFM 171-190 Vol 11 G, Air Force Operation Resources Management Program User Manual.

## 6. FORM RETENTION/DISPOSTION:

- 6.1. A completed Dover Form 306 is a valid source document and must be kept on file for two update cycles.
- 6.2. Dispose of a completed Dover Form 306 IAW AFR 4-20, Vol 11.

ROBERT J. BOOTS, Brig Gen, USAF Commander

# **Attachment 1**

# **DOVER C-5 MISSION HISTORY REPORT - DOVER FORM 306**

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